

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the main duties of which are the production and maintenance of departmental records and reports. Employees of this class receive departmental records and reports, check them for accuracy and completeness; they type forms and reports, and file these or retrieve them from files as needed. The police records clerk has the authority to work independently in designated areas and occasionally supervises unclassified personnel assigned. Employees of this class report to and have work reviewed by the assistant police chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; finds errors in records and reports and corrects them or returns them for correction;

Files records and reports alphabetically, numerically, chronologically, or geographically;

Takes dictation in longhand; types letters, forms, memoranda, records, reports; proofreads typed material; mails or distributes typed material;

Revises department filing system or develops new procedures for office functions when necessary; retrieves information from files; gathers data for use in preparing reports; prepares reports from gathered data; writes letters in answer to requests received or as needed;

Answers telephone; gives out routine information; makes or cancels appointments for superiors; screens callers;

Posts office expenditures in ledgers; balances account books; collects information for accounting personnel; makes calculations necessary to compute payroll;

Disperses petty cash and keeps records of such;

Makes entries of routine information in department personnel records, information files, etc.;

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Must have six (6) months of experience in clerical work.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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